



# **Community Development Block Grant Program**

## **Project Proposal**

### **Public Facilities Program**

*Note: Before Completing, make sure you have the most recent application by going to our web site at: [www.commerce.state.wi.us/CD/CD-bcf-cdbq-pf.html](http://www.commerce.state.wi.us/CD/CD-bcf-cdbq-pf.html) and click on Bulletin.*



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**This document is also available on our web page at:**

**[www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf-html](http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf-html).**

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## INSTRUCTIONAL MATERIALS

### I. GENERAL INFORMATION

#### A. Purpose

The Public Facilities program provides public facility grants to small communities throughout Wisconsin that do not receive an annual entitlement directly from the U.S. Department of Housing and Urban Development (HUD). Projects receiving a grant must meet at least one of three National Objectives.

They are:

1. Elimination of Slum and Blight conditions;
2. Benefit to areas or persons of predominately Low- and Moderate-Income (LMI); or
3. Alleviate conditions of Urgent Local Need (ULN).

The State of Wisconsin administers this program for the federal government. The program is governed and must comply with federal regulations as well as the State Administrative Code rules governing State program administration.

#### B. Eligible Applicants

Eligible applicants are counties, cities, villages, and towns that do not participate in the HUD entitlement program for cities (with the populations over 50,000). An eligible government may pass the funds to a quasi-public entity under certain conditions. For example, a town may apply for work to be done in a sanitary district and pass the funds to the sanitary district to pay for the work. Please contact the Technical Assistance Specialist to determine the eligibility of such projects. Applicants are limited to one grant per 12-month period.

#### C. Eligible Activities

Eligible activities include: installation or repair of public utilities including street repair and storm sewer systems; water systems; fire stations; community centers; publicly owned telecommunication systems; acquisition of real property and occupant relocation for public purposes, demolition and clearance; handicap access improvements; main street improvements; and reasonable costs of administering the program. This is not an exclusive list and we encourage you to discuss activities not listed above with staff.

#### D. Joint Applications

Joint applications may be undertaken if solving a shared problem requires mutual action. Joint applications are encouraged when the result is a more cost-effective solution to a common problem. Written cooperative agreements must be submitted with a joint application. One of the units of government in a joint application must be designated in the agreement as the responsible unit for administrative purposes, including preparing the application and contract execution. Please contact the Technical Assistance Specialist if you are considering a joint application.

#### E. Project Proposal Document

The Project Proposal determines applicant and project eligibility and evaluates project need. Information in the Project Proposal is used to determine Department participation in the project. A public facilities project may include only one specific project, unless you can clearly demonstrate that the projects are interrelated.

#### F. Final Application

The Final Application documents project need, commitment of matching funds (leveraging), and compliance with federal requirements.

#### G. Maximum Grant

The maximum grant for a public facilities project is \$750,000. Awards are based on demand for funds, local affordability, and the most cost-effective solutions to the problem. Grants for planning are limited to \$25,000 and applications must be submitted separately. Contact the Program Assistant, 608/266-8934, to request Planning Grant application materials.

## H. Prior Grant Performance

Prior grant recipients must complete the following prior to submission of the Project Proposal:

- Recipients of 2001 CDBG grants must have completed and closed out their grants.
- Recipients of 2002 grants must have accomplished at least one half of their contract goals.
- Recipients having grant/contract compliance problems (i.e. Davis-Bacon, Acquisition/Relocation, etc.) must have addressed the problems to the satisfaction of Commerce.
- Recipients must be current with reporting requirements for Public Facilities grants (i.e., Semiannual Reports, Labor Standards Enforcement Reports, etc.).
- Recipients must be current with other Commerce programs (e.g., CDBG-Economic Development, Revolving Loan Fund, etc.).

## I. Submission Requirements

Project Proposals may be submitted **at any time**. **Applicants are limited to one grant per 12-month period**. Submit two (2) copies of your proposal to:

Program Assistant  
Division of Community Development  
Wisconsin Department of Commerce  
201 West Washington Avenue  
P.O. Box 7970  
Madison, WI 53707

## II. SCORING SYSTEM

Points Available: Each applicant may receive up to 300 points. A minimum of 225 points must be met to be considered for funding. Points are allocated as follows:

Distress	75 Points
Need	100 Points
Utility Rates	25 Points
Leveraging	100 Points

### A. Distress Scores (75 Points Maximum)

Commerce will provide the data and make the required calculations for distress. Applicants who wish to obtain the raw data and distress scores can do so by contacting the Program Assistant, 608/266-8934. Data used to calculate distress score is described below:

- Full Value Per Capita (1998) published by the Department of Revenue (DOR).
- Net Mill Rate (1998) published by the DOR.
- Median Household Income (1998) updated from the 1990 Census.

Calculations of Distress Scores of Counties: If the Project Proposal is targeted to one or several communities within a county, Commerce will use the population-weighted average of the distress scores of those communities. If the Project Proposal is countywide in impact, then the county's score will be used.

### B. Need(s) (100 Points Maximum)

Project Proposal will be scored accordingly:

- 67-100 points will be awarded to projects that demonstrate that the public facilities project is needed to alleviate a significant existing problem. A significant existing problem may include urgent health and safety problems or other activities essential to the local government, residents or businesses in the community.
- 34-66 points will be awarded to projects that demonstrate that the public facilities project is needed to alleviate a moderately serious problem with a high probability of occurrence.
- 1-33 points will be awarded to projects that demonstrate that the public facilities project is needed to alleviate a less serious problem or a problem with a low probability of occurrence.

### **C. Residential Utility Rates (25 Points Maximum)**

An eligible local government with high residential utility rates for water and sanitary sewer service shall receive the maximum score allowed in this category while an eligible local government with low residential utility rates will be scored accordingly. The Department may base its determination on the statewide average utility rate of the applications received in the previous 12-month period.

For an applicant without a residential utility rate, the maximum available points for its Project Proposal shall be 275 points.

### **D. Leveraging (100 Points Maximum)**

Leveraging points are awarded when an applicant documents the availability of firm commitments for the balance of the project funding from creditworthy sources to ensure timely completion of the project.

Scores shall range from 100 points for a local government that proposes to leverage 1.5 or more dollars of non-CDBG funds for each dollar of CDBG funds to 0 points for a local government that proposes to fund a project solely with CDBG funds. Distress communities may be eligible for bonus points.

## **III. OTHER CONSIDERATIONS**

### **A. Impact**

Proposed activities that have a significant impact on the identified need and that are appropriate and cost-effective are more likely to be funded.

### **B. Project Planning**

Proposed activities that display adequate analysis and planning will receive favorable consideration. This also includes an applicant's prior planning of capital improvements and budgeting and ongoing maintenance plan of its Public Facility. Applicants that evidence efforts to maintain their facilities and to budget for future expenditures are more likely to be funded.

### **C. Project Readiness**

Project Proposals that are ready to proceed when awarded the grant have a greater chance of being funded. The type of project proposed will also be taken into consideration when determining project readiness.

### **D. Local Incomes and Affordability**

Applicants with high household incomes and/or that have substantial general obligation debt capacity remaining may not be funded or may have their grant reduced accordingly. For water and sewer projects, consideration is given to available funds in the Enterprise Statements for the applicant's utilities and also how much of the household's income is spent on water and sewer services. A guide in determining household need is no more than 3 percent of a household's income should be spent on water and sewer services. This figure is just a guide and other variables may come into play.

### **E. Prior Awards**

Applicants that have received substantial CDBG funding from the Department in the past may not be funded or may have their grant requests reduced, depending on the applicant's ability to finance the project as well as the need for the project.

## **IV. PROCUREMENT OF PROFESSIONAL SERVICES**

Engineering services or any other professional services contracted in excess of \$100,000 must comply with the Federal Procurement requirements. Recipients must take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible. Visit the following website addresses for more information.

The Department of Commerce Certified Minority Owned Business Firms  
<http://www.doa.state.wi.us/dsas/mbe>

The Department of Transportation Disadvantaged Business Enterprise Programs  
<http://www.dot.state.wi.us/dtid/odbe/dbe.html>

The City of Madison Targeted Business Directory  
<http://www.ci.madison.wi.us/affact/pubtoc.html>

There are two types of bidding procedures: competitive (selection based on factors other than price, such as experience and capacity) and non-competitive (selection based only on one source).

- A. Competitive bidding must incorporate the following:** 1) **Proposals must be solicited** from two or more qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement; 2) A Request for Proposal must be issued and publicized that identifies all the factors which will be used to evaluate submissions, including the importance that price or cost will play in the selection; 3) All Proposals received must be evaluated (a written method for evaluation that includes the significant factors to be used to determine the contract selection award should be prepared and publicized along with the request for proposal); 4) The award may be made to the bidder whose proposal would be most advantageous to the recipient, considering cost and other factors identified in the request for proposal; and 5) Unsuccessful bidders should be notified promptly.
- B. Noncompetitive bidding applies:** 1) If after solicitation from a number of sources, competition is determined to be inadequate; 2) If the items or services required are available only from one source; 3) If Commerce authorizes the noncompetitive method; or 4) If a public emergency will not permit a delay beyond the time needed to employ the competitive negotiation method.

**Note: A contractor performing other consultant services for the applicant is not an adequate justification for a noncompetitive negotiated award.**

## CDBG PUBLIC FACILITIES PROJECT PROPOSAL

**Has the proposed project been discussed in detail with staff prior to submittal?**

☐ Yes If yes, Please indicate staff's name \_\_\_\_\_ ☐ No

**Will the proposed project commence within 90 days?** \_\_\_\_\_

**If no, please explain:** \_\_\_\_\_

**Have you checked to see if you have the latest version of this application?** ☐ Yes ☐ No

If No, please check the web page at [www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html](http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html) and click on Bulletin.

### I. PROJECT PROPOSAL COVER PAGE

#### APPLICANT (UNIT OF GOVERNMENT) INFORMATION

Applicant (Unit of Government)		Amount Requested* \$	Total Project Cost* \$ <small>* May be an estimate at this time.</small>
Project Type: i.e., Community Center, Water Main Replacement, etc.			Current Community Population
Chief Elected Official			Title
Community Website Address			CEO E-mail
City/Village Clerk			Clerk E-mail
Official Municipal Street/Mailing Address			Phone #
			FAX #
City	County	State, Zip Code	FEIN
Contact Person		Phone #	Title
Street/Mailing Address			Contact E-mail
City	County	State, Zip Code	Joint Application? Yes No <b>(Circle one)</b> If yes, list other unit(s) of Government:
Original Signature of Chief Elected Official		Date	

#### GRANT WRITER

If anyone other than the applicant assisted in preparing this application, please provide the following information. The signatures of all preparers is required.		
Name of Preparer/Title/Company		
Street/Mailing Address	City	State, Zip Code
Original Signature of Preparer	Date	Phone #
		FAX #
		E-mail



Use only one side of each page and number each page in the **right-hand corner** of the page. The font size must be **11 points or larger, single spaced**. The Project Proposal materials consist of a list of questions for which the answers will be the content of your proposal. When drafting your proposal, number your answers with the corresponding question reference number. (For example, when answering the Eligibility Section for Urgent Local Need, number your answer III. Urgent Local Need, A. 1-3.)

Note: The size of the Project Proposal document has no relation to its success. Well-written Project Proposals are organized and concise. If you would like further guidance, contact the Technical Assistance Specialist.

<b><u>Section</u></b>	<b><u>Page or Tab #</u></b>
Cover Page .....	1 ____
Checklist/Contents .....	2 ____
Eligibility Checklist.....	3 ____
Eligibility Documentation (if applicable)	
Urgent Local Need.....	____
	OR
Slum and Blight Elimination .....	____
	OR
Low- and Moderate-Income .....	____
• Submit Survey Chart, if applicable.	
• Submit Survey Affidavit, if applicable.	
Budget Summary.....	____
Detailed Construction Cost Estimates .....	____
Engineering Budgets .....	____
Citizen Participation Plan .....	____
Needs Assessment (2 pages maximum) .....	____
Documentation (6 pages maximum).....	____
Residential Utility Rates.....	____
Leveraging .....	____
Project Timetable .....	____
Map(s).....	____

## II. ELIGIBILITY

All proposed CDBG activities must address **one** of the three national objectives:

Urgent Local Need (ULN), Slum and Blight Elimination (SBE) or Low- and Moderate-Income (LMI).

### A. National Objective I -- Urgent Local Need (ULN)

- ☐ **ULN** An urgent local need project is defined as one which meets **all three** of these tests. **If you are considering ULN, contact the Technical Assistance Specialist prior to submitting your Project Proposal.**

1. It is **required by an order** of a state agency, federal agency, or court of law, or it is necessary to address **an imminent public health, safety, or general welfare problem**.

Is this project required by an **official administrative order** of a state or federal agency? (Y/N)

- a. If yes, what agency issued the order?

\_\_\_\_\_

- b. Attach a copy of the agency order and any explanatory information.

Is this project required by a **court order or injunction**? (Y/N)

- a. If yes, what court issued the order?

\_\_\_\_\_

- b. Attach a copy of the court order and any explanatory information.

Is this project necessary to address **an imminent public health, safety, or general welfare problem**? (Y/N)

- a. Briefly identify the problem:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Attach documentation that verifies your claim.

2. The need arose or became urgent **within the past 18 months**.

Give the date you became aware of the Urgent Need or the date of the agency or court order.

\_\_\_\_\_

3. The project is **beyond the ability of the applicant to finance**, that is, it would result in General Obligation (G.O.) debt in excess of 80 percent of the statutory limit **and** no other funding source is available to pay for the project. Complete the following section.

- a. Enter your community's G.O. debt limit last Dec. 31: \$ \_\_\_\_\_

- b. Multiply that amount by 0.8: \$ \_\_\_\_\_

- c. Enter your community's G.O. debt last Dec 31: \$ \_\_\_\_\_

- d. Subtract line c. from line b: \$ \_\_\_\_\_

If the **total project cost shown in the Program Budget Summary** is more than the amount on line "d," your community meets the debt limit criterion.

If your project does not meet the three requirements, then it does not meet the ULN National Objective.

e. Briefly explain why no other funds are available for this project.

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f. Enter the information requested on the affidavit below. Counties and townships applying on behalf of a sanitary district may use sanitary district debt.

**Have your local elected official complete and sign the following affidavit:**

"I, \_\_\_\_\_, attest that the \_\_\_\_\_  
(Name of Mayor/Village President/ Town Chairman) (Community Name)  
has remaining general obligation debt capacity of \$ \_\_\_\_\_ and  
anticipate that the community will borrow \$ \_\_\_\_\_ towards this project.

\_\_\_\_\_  
(Signature of Mayor/Village President/Town Chairman)

\_\_\_\_\_  
(Date)

**B. National Objective II -- Slum and Blight Elimination (SBE)**

SBE A project that aids in the prevention or elimination of slums or blight may be eligible. It must meet a definition of slum, blighted, deteriorated, or deteriorating under federal or state law, or be necessary on a spot basis to eliminate specific conditions detrimental to public health and safety. If you think you have a possible project, please contact the Technical Assistance Specialist for more information on the requirements.

### C. National Objective III -- Low- and Moderate-Income (LMI)

An applicant must be able to demonstrate that at least 51 percent of the beneficiaries will be low- or moderate-income, meaning that household income is below 80 percent of the median household income. Please check the appropriate box to indicate how you have addressed the LMI eligibility requirement.

- ☐ LMI by 2000 Census Data If your community is on the list of *Census Eligible Communities*, Appendix A, you are eligible to apply.
- ☐ LMI by Target Area Survey If the project is in a target area (an area of the community in which the project will directly benefit), you may conduct an income survey of that area. The target area must be at least 51 percent low- or moderate-income. **No rounding allowed.**

**Note:** After you have conducted an income survey, you must submit the survey results to the Department with the Project Proposal.

The CDBG Income Survey Guide is available at <http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html#survey> or contact the Program Assistant, 608/266-8934, for a hard copy. Please pay particular attention to the requirement of collecting data by racial and ethnic groups.

- ☐ LMI by Limited Clientele A project that primarily benefits "limited clientele" is automatically eligible. "Limited clientele" groups are:
- abused children
  - battered spouses
  - elderly persons\*
  - severely disabled adults\*
  - homeless persons
  - illiterate persons
  - migrant farm workers
  - persons with AIDS

\* Elderly persons are defined by HUD as the following: a) 65 years of age or older; or b) on Medicare; or c) on Social Security benefits.

\* **Severely disabled adult is defined by HUD as the following:** a) if a person uses a wheel chair or another special aid for six months or longer; b) are unable to perform one or more "functional activities" or need assistance with activities of daily life such as getting around the home, bathing, cooking, eating, and toileting. It includes seeing, hearing, have one's speech understood, lifting and carrying, walking up a flight of stairs, and walking; c) are prevented from working at a job or doing housework; or d) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation.

*Persons under 65 years of age and who are covered by Medicare or receive Social Security Income (SSI) are considered to meet the definition of "severely disabled."*

- ☐ LMI by Special Assessment A project that consists of paying special assessments levied against LMI persons is automatically eligible.

### III. BUDGET SUMMARY

Instructions: In the "Project Activity" column, list all of the project component activities in detail, including separate figures for engineering and grant administration.

Check the box below to indicate eligibility based on either "LMI" for Low- and Moderate-Income, "ULN" for Urgent Local Need, or "SBE" for Slum and Blight Elimination for your proposed project.

- ☐ ULN  
☐ SBE  
☐ LMI

In the "CDBG \$ Amount" column, enter the grant request for each activity listed.

In the "Matching Funds" column, enter the amount for each activity listed.

In the "Total" column enter the total project cost for each row and each column.

**CDBG funds for Administration are usually limited to \$6,000 and must be matched at least dollar-for-dollar. Administration funds considered excessive may be cut from the project and will affect the leveraging point calculation.**

Project Activity	CDBG \$ Amount	Matching Funds	Total
1.			
2.			
3.			
4.			
5. Engineering			
6. Administration			
<b>Total</b>			

## V. DETAILED CONSTRUCTION COST ESTIMATES

List the specific costs for each project component in the appropriate measurement. I.e. "\$X" amount \_\_\_\_\_ per square feet, linear feet, etc. **If this information already exists in a report or in some other document, you can use it to substitute the following by submitting a copy of the page(s).**

Detailed Construction Costs	

## VI. ENGINEERING BUDGETS

Complete the following budget. Amounts for Engineering/Architectural services that are greater than the guidelines below will not be funded by CDBG and will not be counted as matching funds without Commerce approval.

- A. Engineering/Architectural Budget** Engineering costs vary, depending on the size and nature of the project, but should not be more than 18 percent of construction costs except for complicated

projects. If you use CDBG and/or matching funds for engineering, Commerce reserves the right to adjust the CDBG award amount based on its experience and cost comparisons. All engineering costs shall be shown here and on the engineering line of the Budget Summary. Legal and real estate acquisition costs should be shown separately. Include an amount for at least the following:

Design	\$ _____
Construction Supervision	\$ _____
Other (specify)	\$ _____
_____	
_____	
TOTAL ENGINEERING AND/OR ARCHITECTURAL	\$ _____

- B. Contingencies** Contingency allowances vary depending on the nature of the project and whether the estimates are preliminary or final. Contingencies should not be more than 10 percent of construction costs and should be less if required by other agencies. Contingencies should be rolled into the construction line items.

## **VII. CITIZEN PARTICIPATION PLAN**

Citizen participation is required by Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. If you have not already done so, the applicant must adopt a Citizen Participation Plan (CPP), hold the initial meeting and submit the CPP, adopting resolution and meeting minutes with your project proposal application materials. A draft plan and adopting resolution are provided on the following pages. A plan must be adopted and implemented before the Department may enter into an award contract with the applicant.

If the applicant has adopted a CPP from a previous grant application, then simply implement the plan and submit minutes of the initial meeting as described in the plan. The minutes should include a list of attendees, the time and place of the meeting, topics of discussion, and evidence that attendees were advised of other housing, public facility and economic development activities that can be assisted with Community Development Block Grant dollars. Furthermore, the applicant must evidence attendees were advised that they can change the application proposal in response to local demand or can apply for funding for other suggested activities at a later date.

# **CITIZEN PARTICIPATION PLAN**

## **Community Development Program**

### **PURPOSE**

In order for the Community Development Program to operate effectively and to address the needs of the citizens of \_\_\_\_\_, the entire population must be kept informed. The decision-making process must be open and consistent with state and federal regulations. To accomplish this, the following plan will be followed:

### **PROGRAM OVERSIGHT**

1. The \_\_\_\_\_ or its appointed designee administers the  
*(Name of Appropriate Committee or Person)*  
Community Development Program and the Citizen Participation Plan.
2. To insure responsiveness to the needs of its citizens, the \_\_\_\_\_ or  
*(Same as Above)*  
its appointed designee or responsible party shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas and/or target neighborhoods in which a Community Development Program will be concentrated.

### **NOTICES OF HEARINGS**

Official notice of hearings will be by public notice in the official newspaper two (2) weeks preceding the hearing. In addition, the public notice shall be posted at \_\_\_\_\_. These notices will include time, place, and date of meeting, as

*(Town, Village, or City Hall)*

well as a brief agenda. Notices printed in the newspaper in small print are not acceptable, they shall be in the format of an ad.

### **REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the Community Development Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen views and provide an explanation of Community Development needs including discussion of housing, public facilities and economic development needs. Community goals and strategies should be reviewed including timetables, possible displacement, eligible activities and citizen views. A summary of proposed activities shall be included in the minutes of the hearing. Emphasis must be given to the point that activities other than the proposed activity are eligible and may be applied for in place of the proposed activity or at a later date.
2. The second public hearing will receive citizen views and provide a review of program performance.
3. The first public hearing shall be held during the development of a pre or final application for funds. The second public hearing shall be held during the implementation of the program.

## **PROGRAM INFORMATION/FILES/ASSISTANCE**

1. To the degree that time and staff allow, technical assistance will be provided to any citizen who requests information about program requirements.
2. The responsible party will maintain, in the official office of local government, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance for developing application proposals or changes to proposals. The responsible party will respond to all such requests to the degree that time and staff allows.

## **COMPLAINTS**

The responsible party will handle citizen complaints about the program in a timely manner. The responsible party will respond in writing to all written letters of complaint within 15 days where practicable. The first contact for complaints should be made to the responsible party at the official office of local government and then to the chief elected official.

In addition to the above procedure, any citizen may submit a written complaint directly to the following address:

**Department of Commerce  
Division of Community Development  
Bureau of Community Finance  
P. O. Box 7970  
Madison, WI 53707**

## **OTHER SPECIAL PROVISIONS**

The responsible party will make special efforts to assure equal opportunity in the citizen participation process for non-English speaking persons and handicapped persons.



## RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the \_\_\_\_\_ has applied for a Community Development  
(Community Name)  
Block Grant; and

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the \_\_\_\_\_ has prepared and publicly reviewed a Citizen  
(Community Name)  
Participation Plan;

NOW THEREFORE BE IT RESOLVED that the \_\_\_\_\_ officially adopts  
(Community Name)  
the Citizen Participation Plan.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
(Day) (Month) (Year)

Approved:

\_\_\_\_\_

Attest:

\_\_\_\_\_

## **VIII. NEEDS ASSESSMENT**

**In two pages or less**, describe the need for your proposed project. See **Appendix C** for project criteria sheets. Include the following in your narrative:

- Statement of the problem.
- Description of both the impact of the problem and the proposed solution on the community and/or target area.
- Explanation of past efforts addressing the identified problem.
- List of possible alternatives to solve the problem.
- Which alternative is being proposed?
- List any other past improvements completed in the community.

## **IX. DOCUMENTATION**

**In six (6) pages or less**, document the problem. Documentation may include:

- Engineering reports
- Color photos
- Video tapes
- Letters of complaint
- Newspaper articles
- Agency or Court orders
- Minutes of public meetings

**X. APPLICANT CAPACITY**

**A. RESIDENTIAL UTILITY RATES**

**Check all that apply:**

- ☐ Check here if you have **no** municipal water and sanitary sewer services.
- ☐ Check here if you have municipal **water** service.
- ☐ Check here if you have municipal **sanitary sewer** service.
- ☐ Check here if you are installing an entirely **new** water or sanitary sewer system.
- ☐ Check here if you are applying on behalf of a **sanitary district**. If so, how many households in the community does the sanitary district serve? \_\_\_\_\_
- ☐ There are \_\_\_\_\_ (number) paying residential households in the community or target area.

**Have a responsible party complete and sign the following affidavit:**

"I, \_\_\_\_\_, attest that the \_\_\_\_\_  
(Name of Mayor/Village President/Town Chairman) (Community Name)

received \$ \_\_\_\_\_ from residential users of community water and/or sanitary sewer services in the preceding calendar year.\* This sum was collected through a residential user billing process and does not include any property tax, revenue from commercial, industrial or public utility accounts or any other miscellaneous receipts."

\_\_\_\_\_  
(Signature of Mayor/Village President/Town Chairman)

\_\_\_\_\_  
(Date)

\*Source of Information: \_\_\_\_\_

**For those applicants who are applying for a water and/or sewer project please include with your application a copy of your Enterprise Fund (water and sewer utility) Statement that appears in your most recent audit. Also submit any Notes to Financial Statements, Internal Control Reports and Management Letters if they were issued with your last audit. Also include a breakdown of the number of users for sewer by: Residential, Commercial, Industrial, Public and Other Revenue. The submission of this document will not count against the page limitations established for this application.**

**B. GENERAL OBLIGATION DEBT**

Complete the following section and answer the following questions.

- a. Enter your community's G.O. debt limit last Dec. 31: \$ \_\_\_\_\_
- b. Enter your community's G.O. debt last Dec. 31: \$ \_\_\_\_\_
- c. Subtract line b. from line a: \$ \_\_\_\_\_
- d. Enter the community's future debt commitments (total): \$ \_\_\_\_\_
- e. Briefly explain what other funds were investigated to fund this project and why no other funds are available for this project.  
\_\_\_\_\_

## XI. LEVERAGING

A project's leveraging score is determined by the amount of other funds the applicant obtains relative to the CDBG funds requested. In addition to funding from other agencies, local financial participation shall originate from local revenues and not from other grants provided by the federal or state government. Leveraging may include: grants from the Department of Transportation (DOT), United States Department of Agriculture (USDA) Rural Development (RD), Department of Natural Resources (DNR) Clean Water Fund (CWF), and any other gift or loan. Maximum leveraging points will be assigned to a local government that proposes to leverage 1.5 or more dollars of non-CDBG funds for each dollar of CDBG funds.

**Minimum local financial participation of at least 10 percent of the total project cost is required.**

This requirement may be waived by the Department if the Department determines one or more of the following: 1) A particular urgency exists due to a serious and immediate threat to the safety, health and welfare of the community; 2) Other financial resources are not available to meet such needs; and 3) The specific project is located in a high distressed area.

### A. Bonus Points

An applicant that matches at least \$1.00 of match funds to \$1.00 of CDBG funds may be eligible for bonus points. An applicant that does not match \$1.00 of match funds to \$1.00 of CDBG funds is NOT eligible for bonus points. Thus, **do not complete the table below.**

Up to 33 bonus points may be awarded if the community's median household income (MHI) is below the statewide MHI. Bonus points shall range from one (1) point for an applicant whose MHI is 1 percent below the statewide MHI to 33 points for an applicant whose MHI is 50 percent or more below the statewide MHI. The current statewide MHI is \$43,791.

You will find your Community's 2000 MHI at: [www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html](http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html) or you can call the Technical Assistance Specialist.

To calculate your bonus points, complete the table below, following the example. **The maximum number of bonus points is 33.** The maximum leveraging score is 100 points. The table on the following page illustrates percentages of match and grant funds for the project in order to obtain certain points.

**Example:** A community with a MHI 17 percent below the State median will receive 11 bonus points.

EXAMPLE		PLEASE COMPLETE	
1) Current Wisconsin MHI.	\$43,791	1) Current Wisconsin MHI.	\$43,791
2) Current applicant MHI.	\$36,346	2) Current applicant MHI.	\$
3) Subtract line 2) from line 1).	\$7,445	3) Subtract line 2) from line 1).	\$
4) Divide line 3) by line 1).	0.17	4) Divide line 3) by line 1).	
5) Multiply line 4) by 67.	11 bonus points	5) Multiply line 4) by 67.	

**Use this information to complete the *Budget Summary***

**PERCENTAGE OF MATCH AND GRANT FUNDS NEEDED FOR POINT LEVELS**

<b>Match Percentage of Project \$</b>	<b>Grant Percentage of Project \$</b>	<b>Points</b>
60.00%	40.00%	100
59.75%	40.25%	99
58.50%	40.50%	98
59.25%	40.75%	97
59.00%	41.00%	96
58.75%	41.25%	95
58.50%	41.50%	94
58.25%	41.75%	93
58.00%	42.00%	92
57.75%	42.25%	91
57.50%	42.50%	90
57.25%	42.75%	89
57.00%	43.00%	88
56.50%	43.50%	87
56.25%	43.75%	86
56.00%	44.00%	85
55.75%	44.25%	84
55.50%	44.50%	83
55.25%	44.75%	82
54.75%	45.25%	81
54.50%	45.50%	80
54.25%	45.75%	79
54.00%	46.00%	78
53.50%	46.50%	77
53.25%	46.75%	76
53.00%	47.00%	75
52.50%	47.50%	74
52.25%	47.75%	73
51.75%	48.25%	72
51.50%	48.50%	71
51.25%	48.75%	70
50.75%	49.25%	69
50.50%	49.50%	68
50.00%	50.00%	67
49.75%	50.25%	66
49.25%	50.75%	65
49.00%	51.00%	64
48.50%	51.50%	63
48.00%	52.00%	62
47.75%	52.25%	61
47.25%	52.75%	60
46.75%	53.25%	59
46.50%	53.50%	58
46.00%	54.00%	57
45.50%	54.50%	56
45.00%	55.00%	55
44.75%	55.25%	54

<b>Match Percentage of Project \$</b>	<b>Grant Percentage of Project \$</b>	<b>Points</b>
44.25%	55.75%	53
43.75%	56.25%	52
43.25%	56.75%	51
42.75%	57.25%	50
42.25%	57.75%	49
41.75%	58.25%	48
41.25%	58.75%	47
40.75%	59.25%	46
40.25%	59.75%	45
39.50%	60.50%	44
39.00%	61.00%	43
38.50%	61.50%	42
38.00%	62.00%	41
37.25%	62.75%	40
36.75%	63.25%	39
36.00%	64.00%	38
35.50%	64.50%	37
34.75%	65.25%	36
34.25%	65.75%	35
33.50%	66.50%	34
33.00%	67.00%	33
32.25%	67.75%	32
31.50%	68.50%	31
30.75%	69.25%	30
30.00%	70.00%	29
29.25%	70.75%	28
28.50%	71.50%	27
27.75%	72.25%	26
27.00%	73.00%	25
26.25%	73.75%	24
25.25%	74.75%	23
24.50%	75.50%	22
23.75%	76.25%	21
22.75%	77.25%	20
21.75%	78.25%	19
21.00%	79.00%	18
20.00%	80.00%	17
19.00%	81.00%	16
18.00%	82.00%	15
17.00%	83.00%	14
16.00%	84.00%	13
14.75%	85.25%	12
13.75%	86.25%	11
12.50%	87.50%	10
11.50%	88.50%	9
10.25%	89.75%	8
10.00%	90.00%	7

**B. Identification of Matching Funds**

In **column (1)** of the chart below, list each source of matching funds. Examples of sources are: your budget, general obligation or revenue, replacement fund, donations (name source), bonding, a bank loan (list bank), or a loan or grant from another funding source such as Department of Natural Resource's (DNR) Clean Water Fund (CWF) or United States Department of Agriculture (USDA) Rural Development (RD).

In **column (2)**, list the exact amount from each source of matching funds.

In **column (3)**, list the date of commitment.

IDENTIFICATION OF MATCHING FUNDS		
(1) Source of Matching Funds (your budget, bonding, general obligation, revenue, a bank loan (which bank), donation (from whom) or a loan)	(2) Amount	(3) Date of Commitment*
1.		
2.		
3.		
4.		
5.		
<p><i>*If you are unable to secure matching funds by the date when you submit the Project Proposal, provide an explanation here. If any matching funds are from another state or federal agency, please identify the person with that agency familiar with your application for their funds. Also include in this box their phone number. They may be contacted regarding availability of funds and when they will be released.</i></p>		

You may claim as matching funds (**not CDBG funds**) engineering and design expenses for the proposed project incurred within the last 12 months. These expenses must be documented by bills and invoices that may be requested by the Department. Eligible engineering and design expenses are limited to those reports or plans that finalize all design work and have prepared the project for implementation. The amount that may be credited is limited to 18 percent of total project costs and the Department reserves the right to adjust the amount credited depending on the size and scope of the project.

In the table below, list the engineering and design expenses contracted and paid for during the 12-month period prior to the date of this project proposal.

Vendor Name	\$Amount	Date Contracted	Date Paid	Product

## XII. PROJECT TIMETABLE

CDBG contracts will be written for an 18-month contract period. On one page, please outline a schedule for your project using six-month intervals ending at the end of March and September and identify measurable benchmarks. The following are typical contract benchmarks **that will be needed in the future** for grant administration.

### A. Contract Benchmarks:

- Set up grant files and financial accounts.
- Secure engineering and administrative services.
- Complete environmental review.
- Complete design specifications.
- Request wage rates.
- Obtain all necessary permits.
- Prepare and solicit construction bids.
- Award contract.
- Commence construction.
- Complete all construction work.
- 2<sup>nd</sup> citizen participation meeting.
- Fair Housing Event.
- Schedule audit.

### B. Project Readiness

1. Have you completed the engineering and design specifications for this project? If not, when will the design work be completed?
2. When will matching funds be available for this project?
3. Are there any other impediments that would prevent the implementation of the project or construction start within 90 days of the date of the CDBG Award letter?

## XIII. MAP

Include a map of your community's jurisdictional boundaries. Clearly identify the location of the proposed activities. Include boundaries of target areas in which CDBG-funded activities will be concentrated. Show the service areas of these activities, where appropriate. Also show the location and nature of prior CDBG-funded activities. Indicate which direction is north. Insert the map (or maps) following this page. The map must be large enough so **that street names and scales are readable**. Make sure that the activities shown on the map correspond to the narrative in the Needs Assessment.

Examples: For a water main replacement project, you need indicate only the location and sizes of the mains. For a storm sewer project, indicate where improvements will be made. Since these improvements may drain areas beyond the project site, indicate the boundaries of the drainage basin and the direction of the flow. For a sanitary sewage lift station, indicate the service area and direction of the flow.

# APPENDIX A

## CENSUS ELIGIBLE COMMUNITIES 2000 Census Low- and Moderate-Income Data By City, Village, Town and County

COMMUNITY			%LM	COMMUNITY			COMMUNITY %LMI		
Adams Co.	Adams, C.	58.7	Chippewa Co.	Auburn, T.	52.9	Douglas Co.	<u>Cloverland, T.</u>	51.5	
	Big Flats, T.	54.4		Cleveland, T.	55.8				
	Easton, T.	58.3		Cornell, C.	51.2				
	Friendship, V.	58.2		Edson, T.	54.5				
	Lincoln, T.	54.5		Lake Holcombe, T.	54.1				
	New Chester, T.	55.5		New Auburn, V.	57.1	Dunn Co.	Ridgeland, V.	57.0	
	Quincy T.	57.6		Ruby, T.	60.1		Wheeler, V.	52.0	
	Richfiled T.	51.2		Sampson, T.	54.8		<u>Wilson, T.</u>	52.9	
	<u>Strongs Prairie, T.</u>	53.4		<u>Stanley, C.</u>	54.1				
Ashland Co.			Clark Co.	Butler, T.	53.7	Eau Claire Co.	Augusta, C.	58.2	
	Gordon, T.	64.2		Curtiss, V.	61.3		Bridge Creek, T.	58.5	
	Jacobs, T.	62.4		Dewhurst, T.	52.2		Fairchild, V.	67.5	
	Marengo, T.	58.6		Foster, T.	61.4		<u>Fairchild, T.</u>	55.9	
	Sanborn, T.	65.0		Fremont, T.	51.2				
	<u>Shanagolden, T.</u>	59.1		Granton, V.	55.5	Florence Co.	Fence, T.	53.0	
Barron Co.	Almena, V.	62.8		Hendren, T.	53.7		Long Lake, T.	59.6	
	Arland, T.	51.1		Hixton, T.	55.0		<u>Tipler, T.</u>	58.5	
	Dallas, V.	52.3		Hoard, T.	53.6				
	<u>Turtle Lake, V.</u>	54.8		Levis, T.	56.4	Forest Co.	Alvin, T.	67.1	
				Longwood, T.	55.1		Crandon, C.	61.4	
Bayfield Co.	Barnes, T.	56.0		Loyal, C.	55.3		Nashville, T.	58.1	
	Clover, T.	61.7		Lynn, T.	52.1		Popple River, T.	56.4	
	Grandview, T.	65.0		Mead, T.	52.2		<u>Ross, T.</u>	51.5	
	Kelly, T.	53.0		Owen, C.	55.3				
	Lincoln, T.	56.8		Reseburg, T.	55.6	Beetown, T.	52.6		
	Mason, V.	61.1		Seif, T.	61.4	Bloomington, T.	63.8		
	Namakagon, T.	62.0		<u>Washburn, T.</u>	51.3	Boscobel, C.	52.5		
	Port Wing, T.	52.1	Columbia Co.		Cassville, V.	54.2			
	Russell, T.	73.3		<u>Scott, T.</u>	55.1	Glen Haven, T.	56.4		
	<u>Tripp, T.</u>	52.1			Hickory Grove, T.	51.1			
				Clayton, T.	63.1	Marion, T.	56.9		
Burnett Co.			Crawford Co.	Gays Mills, V.	58.8	Grant Co.	Muscoda, T.	52.8	
	Gilmanton, T.	55.8		Haney, T.	60.0		Patch Grove, V.	55.3	
	Nelson, V.	55.0		Lynxville, V.	54.5		Wingville, T.	61.5	
	Blaine, T.	54.6		Mount Sterling, V.	55.3		<u>Wyalusing, T.</u>	54.7	
	Dewey, T.	60.1	Soldiers Grove, V.	54.0					
	La Follette, T.	57.0	<u>Utica, T.</u>	57.5					
	Siren, V.	59.7	Dane Co.				Iowa Co.	Avoca, V.	59.4
	Swiss, T.	55.4		Ederton, C.	58.5	Cobb, V.		54.0	
	Union, T.	54.3		<u>Rockdale, V.</u>	61.8	Livingston, V.		76.9	
	<u>Webster, V.</u>	53.1				Muscoda, V.		67.9	
					<u>Rewey, V.</u>	76.9			



Iron Co.	<b>COMMUNITY</b>	<b>%LMI</b>	Marquette Co.	<b>COMMUNITY</b>	<b>%LMI</b>	Polk Co.	<b>COMMUNITY</b>	<b>%LMI</b>
	Anderson, T.	65.2		Mecan, V.	53.2		Centuria, V.	52.8
	Hurley, C.	61.4		Newton, T.	52.2		Clayton, V.	60.2
Jackson Co.	<u>Montreal, C.</u>	<u>53.9</u>	Menominee Co.	<u>Westfield, V.</u>	<u>57.8</u>		Frederic, V.	54.2
	Bear Bluff, T.	53.3					Lorain, T.	61.9
	Merrillan, V.	57.3		<u>Menominee, T.</u>	<u>64.8</u>		Milltown, V.	53.3
Jefferson Co.	<u>Taylor, V.</u>	<u>73.1</u>	Monroe Co.			Portage Co.	<u>Turtle Lake, V.</u>	<u>56.8</u>
				Cashton, V.	53.4			
	<u>Whitewater, C.</u>	<u>68.9</u>		Clifton, T.	60.0		Alban, T.	54.7
Juneau Co.	Finley, T.	54.7		Jefferson, T.	55.9		Junction City, V.	52.6
	Germantown, T.	52.6		Melvina, V.	62.9		Pine Grove, T.	59.9
	Hustler, V.	56.5	Oconto Co.	Scott, T.	69.3	Price Co.	<u>Stevens Point, C.</u>	<u>51.2</u>
Lafayette Co.	Kingston, T.	60.3		Sheldon, T.	57.5			
	Lyndon Station, V.	60.7		Warrens, V.	56.4		Catawba, V.	54.7
	Necedah, V.	52.2		<u>Wilton, T.</u>	<u>66.6</u>		Catawba, T.	56.2
Langlade Co.	Summit, T.	51.5					Hackett, T.	54.3
	<u>Wonewoc, V.</u>	<u>59.1</u>		Doty, T.	52.4	Richland Co.	Hill, T.	52.9
			Oneida Co.	Lena, V.	53.4		Kennan, T.	55.1
Lincoln Co.	<u>Shullsburg, T.</u>	<u>51.4</u>		Mountain, T.	53.8		Knox, T.	53.3
	Ainsworth, T.	59.0	Outagamie Co.	<u>Suring, V.</u>	<u>52.7</u>		Ogema, T.	57.9
	Elcho, T.	52.7					<u>Spirit, T.</u>	<u>62.5</u>
Marathon Co.	Langlade, T.	58.5					Bloom, T.	59.1
	Summit, T.	64.8	Ozaukee Co.	Lynn, T	54.5		Henrietta, T.	52.2
	<u>White Lake, V.</u>	<u>54.1</u>		Monico, T.	57.6	Rusk Co.	Richland Center, C.	55.9
Marinette Co.				Piehl, T.	54.7		<u>Yuba, V.</u>	<u>62.0</u>
	<u>Somo, T.</u>	<u>60.3</u>		Rhineland, C.	51.8			
				<u>Schoepke, T.</u>	<u>61.2</u>		Atlanta, T.	51.5
	Abbotsford, C.		Outagamie Co.				Big Bend, T.	52.1
	Brighton, T.	51.9		Bear Creek, V.	53.2		Bruce, V.	55.3
	Colby, C.	54.3		<u>Nichols, V.</u>	<u>56.0</u>		Conrath, V.	55.7
	Holton, T.	56.6	Ozaukee Co.				Glen Flora, V.	61.0
	<u>Johnson, T.</u>	<u>52.7</u>		<u>Newburg, V.</u>	<u>62.9</u>		Hawkins, T.	53.8
							Ingram, V.	72.7
	Amberg, T.	53.1	Pierce Co.				Lawrence, T.	53.9
	Athelstane, T.	51.1		Ellsworth, V.	51.1		Marshall, T.	56.5
	Beecher, T.	54.0		Elmwood, V.	60.1		Murry, T.	51.1
	Crivitz, V.	63.3		Maiden Rock, V.	51.1		Rusk, T.	52.7
	Goodman, T.	54.9		Plum City, V.	58.7		Sheldon, V.	66.7
	Silver Cliff, T.	51.7		Rock Elm, T.	60.7		Strickland, T.	62.7
	<u>Wausaukee, V.</u>	<u>56.2</u>		Spring Valley, V.	59.6		Tony, V.	66.7
				<u>Union, T.</u>	<u>70.7</u>		True, T.	58.3
							Weyerhaeuser, V.	61.9
							Wilkinson, T.	63.8
							Willard, T.	61.1
							<u>Wilson, T.</u>	<u>59.4</u>



**APPENDIX B**  
**SURVEY CHART**

Tabulate the survey results on a blank survey instrument. Include the total number of responses of all LMI and non-LMI persons. The surveys will be reviewed during the monitoring of the project. Commerce may also randomly select applicants to submit their surveys for review.

1. When was the survey data collected? \_\_\_\_\_
2. The survey was:     ☐ All of target area                   ☐ Random sample of target area
3. How many housing units (including vacant units) are:
  - a. If appropriate, in the target area? \_\_\_\_\_ occupied \_\_\_\_\_ vacant
  - c. If appropriate, in the random sample? \_
4. How many completed responses were obtained? \_\_\_\_\_
5. How many completed LMI responses were obtained? \_\_\_\_\_
6. Are the completed survey questionnaires on file with the applicant? \_\_\_\_\_
7. Can respondents be identified by a limited geographic area (e.g., address, block, census tract, target area, or pre-identified and limited area)?

If there has been significant changes to the local economy since the 1990 Census, please explain below:

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## APPENDIX C

### SURVEY AFFIDAVIT

If you have conducted a survey, **have the chief elected official complete and sign the following affidavit:**

I hereby certify that the attached survey results were obtained in a survey conducted

on \_\_\_\_\_ in  
(Date)

the \_\_\_\_\_ of \_\_\_\_\_.  
(City/Village/Town) (Community Name)

The survey results were \_\_\_\_\_ (number of LMI beneficiaries served). Since the time the survey was conducted there have been no significant changes to the local economy that would affect its validity, therefore it is my opinion that the percentage of low and moderate income households reported in the survey is accurate.

\_\_\_\_\_  
(Signature of Mayor/Village President/Town Chairman)

\_\_\_\_\_  
(Date)

## **APPENDIX D**

All Project Proposals must describe and document needs and describe the activities proposed to address those needs as explained in the project criteria. Criteria are presented for the following activities:

COMMUNITY BUILDINGS (**Pages 23**)

DOWNTOWN PUBLIC IMPROVEMENTS (**Page 25**)

FIRE STATIONS (**Page 26**)

LIBRARIES (**Page 27**)

MEDICAL FACILITIES (**Page 28**)

STORM WATER DRAINAGE (**Page 29**)

WASTEWATER SYSTEMS (**Pages 30**)

WATER DISTRIBUTION SYSTEMS (**Page 32**)

WATER STORAGE (**Page 33**)

WATER SUPPLY/WELLS (**Page 34**)

**If you are proposing an activity not included in the above listing, contact the Technical Assistance Specialist.**

## COMMUNITY BUILDINGS

Answer the following questions for the *Needs Assessment* for the construction or rehabilitation of community-owned buildings. New construction most commonly involves community centers and senior centers. Rehabilitation for the removal of architectural barriers may be done in any public building. These questions are not intended to be all-inclusive. Your local situation may require consideration of other issues. Contact your architect or consultant for the appropriate way to present this information. DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.

1. **Identify the deficiencies** in the building(s) that you are proposing to remedy. Be precise in describing the problem, including location, age, condition, and capacity of the facility and be sure to identify each deficiency to be addressed by your project. For inadequate space, compare the existing facility to the space needed. For facilities being structurally unsound or lacking utilities, describe the shortcomings. For Handicap Accessibility Requirements, describe deficiencies in access, restrooms, signage, etc. Compare the existing facility to code requirements or commonly accepted standards.
2. **Describe** how the deficiency affects **public health and safety**. Threats should be tangible and quantifiable, not speculative. If the problem is a senior center that does not meet a funding agency for the provision of certain services or functions (i.e. the meals program), identify how the requirement can be met. If the problem is Handicap Accessibility compliance, discuss the amount of pedestrian traffic, impediments to the handicapped, and the need to transfer official functions to other locations.
3. In all cases, describe the **means of resolving the problem**, including size, design, capacity and location of proposed facilities or improvements. For additions or new buildings, include the square footage of old and new facilities and a floor plan of the new construction.
4. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include: excerpts from regulatory codes, letters from funding agencies, samples from surveys and studies, sample photographs, petitions, newspaper articles, accident records, and sample letters from local residents or employees. **Do not include** complete architectural or deficiency reports.
5. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.

SENIOR CENTERS (Please address the following questions if your project is a senior center).

1. Is an Adult Day Care Center part of the senior citizen service?
2. What is the number of seniors that use the current Senior Center?
3. Describe any changes in the usage of the Senior Center in the last 5 years. List activities and number of participants.
4. Is this the only Senior Center in the area?
5. What is the maximum capacity of the present Senior Center?
6. What will be the maximum capacity of the new Senior Center?

The following sequence shows how various types of applications have scored in recent years, from highest to lowest by building type. The scoring of each type of problem varies depending on intensity, frequency, and scope of the problem. Applicants will be arrayed according to the degree of threat to public health and safety.

COMMUNITY CENTERS / SENIOR CENTERS / DEVELOPMENTALLY DISABLED CENTERS / BATTERED WOMEN'S SHELTERS

- There is no facility.
- The facility cannot house all the needed programs (the programs cannot be obtained or will be lost).
- The facility presents a health and safety threat to users.
- The facility is not accessible.
- The facility needs functional (e.g., kitchen) improvements.

HANDICAPPED ACCESSIBILITY

- The clientele cannot access the building or entrance (e.g., no accessible routes from public transportation, no accessible parking spaces, no accessibility from public streets or sidewalks).
- The clientele cannot obtain access to services.
- The clientele are endangered once in the facility (e.g., they would have difficulty leaving in case of a fire).
- The clientele cannot access critical amenities (e.g., restrooms).
- There are minor code violations (e.g., signage).
- If the community is applying under this section, the community must complete the Handicap Accessibility Self-Evaluation Checklist found at <http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html> and must keep this form on file. Contact the Technical Assistance Specialist with questions or to obtain a hard copy.

## DOWNTOWN PUBLIC IMPROVEMENTS

Answer these questions for the *Needs Assessment* for downtown public improvements. Improvements must consider all aspects of downtown public facilities in one coordinated and comprehensive effort. Downtown public improvements commonly involve upgrading public utilities and streetscapes work. These questions are not intended to be all-inclusive. Your local situation may require consideration of other issues. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** in downtown public facilities that you are proposing to remedy. Be precise in describing the deficiencies, including age and **condition** of storm water system, sewer system, municipal water system, other underground utilities, street and public surface parking lot pavement, sidewalks, curbs, gutters, public signage, public lighting, utility poles, overhead wiring, and other public amenities including vegetation, benches, and trash receptacles. Be sure to identify each deficiency to be addressed.
2. Describe how the deficiency affects **public health and safety**. Are leaky pipes undermining foundations? Are there specific instances of inadequate fire flows influencing fire protection services? Is water quality suffering? Threat should be tangible and quantifiable, not speculative. Identify who is in danger.
3. **Describe** why addressing the deficiencies is currently **essential** to the local government or municipality. Deficiencies should be tangible and quantifiable, not speculative. For downtown public facilities being **structurally unsound or unsafe**, describe the shortcomings. Make a case for the project's ability to increase value of adjacent and nearby properties, stimulate private investment, create jobs, increase commercial revenue, and draw new businesses, residents and visitors downtown. Compare the existing downtown public facilities to well-regarded examples from other communities. Describe the level of community support for the project including recent and anticipated private reinvestment in downtown buildings.
4. In all cases, describe the **means of resolving the deficiencies**, including the design, materials, use of professional consultants, historic integrity and location of the proposed improvements.
5. **Document the deficiencies** described above. Documentation must verify claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the deficiencies. Examples include: samples from surveys and studies, sample photographs, petitions, newspaper articles, complete set of annotated photographs, testimonials, letters of support, and map with location of deficiencies.
6. **Minimum requirements**. All applicants must have completed a plan/design for the downtown public improvements prior to applying for assistance or implementing the project. Planning grants are available to help local governments and municipalities with this step.
7. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.
8. Describe how the community plans or budgets for capital improvements. Does the community have a replacement fund? If so, how much is in it at the time of this application?

Applicants will be arrayed according to the degree to which the project is, will become, or is likely to become essential to the local government or municipality in the near future. The factors below will be weighted in the order shown in scoring.

- Deficiency in current downtown public facilities.
- Integrity of downtown district: zero setback buildings, high density, mixed use.
- Historical or architectural significance of downtown buildings.
- Active local organization focused on downtown revitalization.
- Historic appropriateness of downtown public improvement design.
- Comprehensive revitalization plan for the downtown district.
- Level community support for the proposed downtown public improvement.
- If the community is applying under this section, the community must complete the handicap Accessibility Self-Evaluation Checklist found at <http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html> and must keep this form on file. Contact the Technical Assistance Specialist with questions or to obtain a hard copy.



## FIRE STATIONS

Answer these questions for the *Needs Assessment* if you are proposing the construction or rehabilitation of a fire station or acquiring an emergency response vehicle. These questions are not intended to be all-inclusive. Your local situation may require consideration of other issues. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** in the building or equipment that you are proposing to replace. Be precise in describing the problem, include location, age, condition and capacity. Describe the confines of the current facility or the inadequacy of the current equipment. Is there a training space available? Are restroom and shower facilities adequate? Is there adequate ventilation, maintenance and storage space available? How many square feet are in the current facility? If moving to a new facility, what will the old building be used for? If you are proposing new equipment, describe the deficiencies with the current equipment or methods and how the new equipment will improve company service. Does the service area include other units of government? If so, name them. How many miles does the service area cover?
2. Describe how the deficiency affects **public health and safety**. Threats should be tangible and quantifiable, not speculative. Describe how space limitations or deficient or absent equipment affect response time and general company performance.
3. In all cases, describe the means of **resolving the problem**, including size, design, capacity and location of proposed facilities or improvements. For additions or new buildings, include a footprint and square footage of the new facility.
4. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include: excerpts from regulatory codes, photographs showing spatial constraints, a footprint of the current facilities, petitions, newspaper articles, accident records, statistics on growth rate in district and number of calls (trend for three years served), response times and ratings or anything else that best describes the problem.
5. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.

The following sequence shows how various types of applications have scored in recent years, from highest to lowest by building type. The scoring of each type of problem varies depending on intensity, frequency, and scope of the problem.

- Building has structural problems.
- Building is not large enough for all the vehicles.
- Inadequate or malfunctioning equipment.
- Equipment must be stored in several locations.
- Building is overcrowded, lacks equipment storage, training space, and cleanup facilities.
- Building is in a dangerous location.
- Building has minor code violations.

## LIBRARIES

Answer these questions for the *Needs Assessment* for construction or rehabilitation of community-owned libraries. These questions are not intended to be all-inclusive. Your local situation may require consideration of other subjects. Consult your architect or consultants for the appropriate way to present this information. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** of the library that you propose to remedy. Be precise in describing the problem, including location, age, condition, and capacity of the facility. Do you have a library? Are there structural deficiencies? What is its general condition? Is it too small? Is the current location unsafe or not favorable for library patrons? What desirable functions cannot be performed in the current facility? If you are proposing a new library where none currently exists, what is the distance to nearest library services?
2. **Describe** why addressing library deficiencies is currently **essential** to the applicant. Make a case for library patrons, liability risks to the applicant and potential usage for an improved facility. Compare the current facilities to national or statewide-accepted standards.
3. In all cases, describe the **means of resolving the deficiencies**, including size, design, capacity and location of proposed library improvements. For additions or new buildings, include square footage of old and new facilities and a floor plan of the new construction. What is the capacity of the present building? What is the capacity of the new building?
4. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include: excerpts from regulatory codes, letters from funding agencies, samples from surveys and studies, color photographs, petitions, newspaper articles, accident records and sample letters from local residents or employees. **Do not include** complete architectural or deficiency reports.
5. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.

The following sequence shows how various types of applications will likely score from highest to lowest. The scoring of each type of problem varies depending on intensity, frequency, and scope of the problem.

- There is no library and no services nearby.
- The library presents a health and safety threat to users.
- The library needs functional improvements.

## HANDICAPPED ACCESSIBILITY

- The clientele cannot access the building or entrance (e.g., no accessible routes from public transportation, no accessible parking spaces, no accessibility from public streets or sidewalks).
- The clientele cannot obtain access to services.
- The clientele are endangered once in the facility (e.g., they would have difficulty leaving in case of a fire).
- The clientele cannot access major amenities (e.g., restrooms).
- There are minor code violations (e.g., signage).
- If the community is applying under this section, the community must complete the handicap Accessibility Self-Evaluation Checklist found at <http://www.commerce.state.wi.us/CD/CD-bcf-cdbg-pf.html> and must keep this form on file. Contact the Technical Assistance Specialist with questions or to obtain a hard copy.

## MEDICAL FACILITIES

Answer these questions for the *Needs Assessment* for a medical facility to be owned by the applicant or, in certain circumstances, by a non-profit entity. A medical facility is a medical clinic or dental clinic intended to provide primary health care services. These questions are not all-inclusive. Your local situation may require consideration of other subjects. Consult your medical service provider for the appropriate way to present this information. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** in the facilities for provision of medical care that you propose to remedy. Be precise in describing the problem, including location, age, condition, and capacity of each facility. If there is no local facility, indicate where the nearest facility is, and discuss travel times and other factors which impede access to the facility.
2. **Describe** how the deficiency affects **public health and safety**. Threats should be tangible and quantifiable, not speculative. Compare the existing facilities to accepted nationwide standards for the number of patients per service provider, equipment needed in order to provide basic medical services, space needs, and travel time or service radius.
3. In all cases, describe the **means of resolving the problem**, including size and location of proposed facilities. Describe the ownership of the facility and provide a commitment to operation for ten years.
4. Briefly describe the **components of the larger system** of which this project is a part, and how the project fits into the **plan** for that system, including an inventory of system components, prioritization of needs, brief evaluation of alternative solutions, and selection of activities to address the needs. Explain why this alternative was chosen.
5. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include: selections from professional reports, correspondence that establishes when the problem began, photographs, newspaper articles, and examples of petitions or letters from local residents. **Do not include** large reports in their entirety or other materials in excess of the page limits above.
6. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.

The scoring will vary according to the intensity and scope of the problem. Applicants will be arrayed according to the degree of threat to public health and safety, with scoring factors ranging from most to least important as follows:

- There is no local facility or other facility within a reasonable distance.
- Local facility has structural problems.
- Local facility is not able to accommodate a minimum amount of equipment.
- Local facility is not accessible to the handicapped.
- Local facility is severely undersized for the patient load.
- Local facility provides or would provide access to health care to a significant proportion of Medical Assistance, Badger Care, and other patients with limited ability to pay.
- Local facility is located in a federally designated professional shortage area.
- Local facility will be able to expand access to health services.

## STORM WATER DRAINAGE

Answer these questions for the *Needs Assessment* for storm water drainage improvements, such as drainage swales and retention pond facilities, curb and gutter, storm sewers, and outfall structures. These questions are not intended to be all-inclusive. Your local situation may require consideration of other subjects. Consult your engineer for the appropriate way to present this information. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** in your storm water drainage system that you propose to remedy. Be precise in describing the problem, including location, age, condition, and capacity of each facility. For flooding problems, describe and quantify the specific problem: flooding of streets, homes, or other locations; breakup of streets; inflow to the sanitary sewer system; or flooding of well sites.
2. **Describe** how the storm water system deficiency affects **public health and safety**. Is the public water supply affected? Is inflow to the sanitary sewers overloading the treatment plant and affecting the quality of effluent? Is either storm water or sewage flooding homes or encroaching upon public areas? Has the community been subject to repeated lawsuits?
3. In all cases, describe the means of **resolving the problem**, including sizes, lengths, and locations of proposed facilities.
4. Describe the **components of the larger system** of which this project is a part, and how the project fits into the **plan** for that system, including an inventory of system components, prioritization of needs, brief evaluation of alternative solutions, and selection of activities to address the needs. Show the encompassing drainage basin upon a map and briefly discuss overall community drainage strategy. Explain why this alternative was chosen.
5. **Document the deficiencies** described above. The documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Examples of documentation could include a tabulation of survey results, sample photographs, referencing insurance claims, the summaries and/or conclusions of engineering studies and newspaper articles. **Do not include** whole engineering or other reports.
6. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.
7. Describe how the community plans or budgets for capital improvements. Does the community have a replacement fund? If so, how much is in it at the time of this application?

The following sequence shows how various types of applications have scored in recent years, from highest to lowest. The scoring of each type of problem varies depending on the intensity, frequency, and scope of the problem. Applicants will be arrayed according to the degree of threat to public health and safety.

- Flooded basements, streets and public areas.
- Dam repair.
- Inflow and infiltration problems.
- Erosion control.

## WASTEWATER SYSTEMS

Answer these questions for the *Needs Assessment* for a wastewater treatment plant or sanitary sewer improvements. These questions are not all-inclusive. Your local situation may require consideration of other subjects. Consult your engineer for the appropriate way to present this information. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** in your wastewater system that you propose to remedy. Be precise in describing the problem, including location, age, condition, and capacity of each facility.
  - For **collection** problems, describe the mains and pumping facilities and identify and quantify the shortcomings such as backups into homes.
  - For inadequate **treatment**, identify the type of facility and describe and quantify shortcomings such as bypassing or effluent violations.
  - For inadequate **sludge storage**, describe the storage facility and its capacity and quantify the shortfall.
2. **Describe** how the deficiency affects **public health and safety**. Threats should be tangible and quantifiable, not speculative.
  - If the problem is inadequate **collection**, discuss the effects, e.g., backups, treatment plant overloads, bypassing, etc.
  - If the problem is inadequate **treatment**, compare the effluent and/or receiving water quality to the appropriate parameters.
  - If the problem is **groundwater contamination**, show the relationship of the wastewater facility, the contamination plume, and the nearest wells used for drinking or public use. Show monitoring locations and compare monitoring results to ambient water quality in the immediate area.
  - Has the community been subject to repeated lawsuits?
3. In all cases, describe the **means of resolving the problem**, including sizes, lengths and locations of proposed facilities.
4. Briefly describe the **components of the larger system** of which this project is a part, and how the project fits into the **plan** for that system, including an inventory of system components, prioritization of needs, brief evaluation of alternative solutions, and selection of activities to address the needs. Explain why this alternative was chosen.
5. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include: dated cover page and effluent limits or compliance schedule only from Wisconsin Polluted Discharge Elimination System (WPDES) permit, the dated cover page and the page showing the number of bypasses from the Compliance Maintenance Annual Report (CMAR), correspondence which establishes when the problem began, summaries of inflow and infiltration studies, sample photographs, sample chemical lab reports, newspaper articles, flow measurements, and examples of petitions or letters from local residents. **Do not include** whole engineering reports, CMAR, or WPDES permits.
6. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.
7. Describe how the community plans or budgets for capital improvements. Does the community have a replacement fund? If so, how much is in it at the time of this application?

The following sequence shows how various types of applications have scored in recent years, from highest to lowest. The scoring of each type of problem varies depending on the intensity, frequency, and scope of the problem. Applicants will be arrayed according to the degree of threat to public health and safety.

- Absence of a sewer system or sewer main problems resulting in **direct exposure to hazards** such as sewage backups into homes or surface releases.
- **Groundwater contamination.**
- **Violations of basic effluent standards** like Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), or bacterial counts.
- Bypassing of wastes.
- Inadequate sludge storage and nutrient removal.

## WATER DISTRIBUTION SYSTEMS

Answer these questions for the *Needs Assessment* for water distribution systems and water mains. These questions are not all-inclusive. Your local situation may require consideration of other subjects. Consult your engineer for the appropriate way to present this information. DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.

9. **Identify the deficiencies** in your water distribution system that you propose to remedy. Describe the present water mains and their shortcomings such as inadequate size, poor water quality, leaks, dead-end mains, freezing, repetitive breaks, or lack of valves or hydrants.

If the problem is inadequate fire flow, compare fire hydrant flow test results to the volume in cubic feet (FT<sup>3</sup>) of the largest building you are trying to protect within a specific hydrant service area. Theoretical fire flow desired in gallons per minute (GPM) should equal the volume of the largest building divided by 100.

$$\text{GPM} = \text{FT}^3 \text{ of largest building} \div 100$$

For very large buildings where fire flows might exceed 3,500 GPM, explain why fire sprinklers are not installed or why sprinklers are not adequate.

10. Describe how the deficiency affects **public health and safety**. Are leaky pipes undermining foundations? Are there specific instances of inadequate fire flows influencing fire protection services? Is water quality suffering? Threat should be tangible and quantifiable, not speculative. Identify who is in danger.
11. In all cases, describe the **means of resolving the problem**, including sizes, lengths and locations of proposed facilities. Provide a map showing where you intend to install the water main improvements.
12. Briefly describe the **components of the larger system** of which this project is a part, and how the project fits into the larger **plan** for that system, including an inventory of system components, prioritization of needs and a brief evaluation of alternative solutions. Explain why this alternative was chosen. A knowledgeable employee may meet this requirement with a brief system analysis.
13. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Examples include: problem origin, photographs, maintenance logs, newspaper articles, flow measurements, and petitions or letters from local residents. If the most recent DNR Water System Inspection Report addresses the deficiency, supply the specific text that speaks to the problem along with the date and author of the report.
14. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.
15. Describe how the community plans or budgets for capital improvements. Does the community have a replacement fund? If so, how much is in it at the time of this application?

The following sequence shows how various types of applications have scored in recent years, from highest to lowest. The scoring of each type of problem varies depending on the intensity, frequency, and scope of the problem.

- Proven water contamination.
- Grossly inadequate fire flow.
- Poor water quality due to dead-end mains or decrepit distribution.
- Repair due to impending highway construction.

## WATER STORAGE

Answer these questions for the *Needs Assessment* for water reservoirs. These questions are not all-inclusive. Your local situation may require consideration of other subjects. Consult your engineer for the appropriate way to present this information. DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.

1. **Identify the deficiencies** in your water storage system that you propose to remedy. Be precise in describing the problem, including location, age, condition and capacity. Disclose your average day demand. How many gallons does the current storage facility hold? How fast is your community growing? Are there inadequate water pressure problems within the system? Is there any contamination from storage? If you have a ground reservoir, how does this influence or enhance your elevated storage?
2. Describe how the deficiency affects **public health and safety**. Threats should be tangible and quantifiable, not speculative. If your reservoir is undersized, tell us what the system leak/loss rate is. If power or water supply was lost, how many hours might pass before the community ran out of water?  
  
If increased fire flow is the prevailing need, identify the larger buildings in the community and discuss why enhanced storage and fire flow duration is more important than average day demand in sizing a new tower.
3. Describe the **means of resolving the problem**. Discuss the benefits of a new larger or higher tower.
4. Briefly describe the **components of the larger system** which this project is a part, and how the project fits into the **plan** for that system. Provide a brief evaluation of alternative solutions. Explain why the proposal was chosen. This requirement may be met with a brief synopsis by a knowledgeable employee.
5. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include correspondence that establishes when the problem began, photographs, newspaper articles, pressure measurements, and examples of petitions or letters from local residents. If the most recent DNR Water System Inspection Report addresses the deficiency in your application, supply the specific text that speaks to the problem along with the date and author of the report.
6. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.
7. Describe how the community plans or budgets for capital improvements. Does the community have a replacement fund? If so, how much is in it at the time of this application?

The following sequence shows how various types of water storage proposals have scored in recent years, from highest to lowest. The scoring of each type of problem varies depending on the intensity, frequency, and scope of the problem.

- Storage deficiencies significantly less than average day demand.
- Inadequate residual pressure.
- Inadequate fire flow duration.

## WATER SUPPLY/WELLS

Answer these questions for the *Needs Assessment* for water supply problems and wells. Call the Bureau if your water supply is surface supplied. These questions are not all-inclusive. Your local situation may require consideration of other subjects. **DO NOT SUBMIT MORE THAN TWO PAGES FOR THE NARRATIVE AND SIX PAGES FOR THE DOCUMENTATION OF NEED.**

1. **Identify the deficiencies** in your water supply system that you propose to remedy. Be precise in describing the problem, including location, age, condition, and capacity of each facility. If the problem is water quantity, tell us what the average day demand for your community is? How many hours per day does your current well(s) pump? How many gallons per minute? What is the specific capacity of the deficient well(s)?
2. If the problem is water quality, identify the contaminant(s) and its/their concentration. Include the enforcement standard or Action Limit for the compound(s).
3. Describe how inadequate quantity or quality affects **public health and safety**. Threats should be tangible and quantifiable, not speculative. Identify who is in danger. Has the community been subject to repeated lawsuits?
4. Describe the **means of resolving the problem**, including sizes, lengths and location of the proposed facilities. Identify the component costs of the proposal.
5. Briefly describe the **components of the larger system** of which this project is a part, and how the project fits into the **plan** for that system. How do you know that this water supply solution will solve the problem? Include a brief evaluation of alternative solutions and explain why the proposed solution is the best remedy for the deficiency. A qualified municipal employee or public engineer may meet this requirement with a brief system synopsis. Do not submit a detailed engineering report.
6. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be brief. Include only pages that document the problem. Examples include: correspondence which establishes when the problem began, lab reports, newspaper articles, flow measurements, examples of inadequate supply and petitions of letters from local residents. If the most recent DNR Water System Inspection Report addresses the deficiency in your application, supply the specific text that speaks to the problem along with the date and author of the report.
7. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain.
8. Describe how the community plans or budgets for capital improvements. Does the community have a replacement fund? If so, how much is in it at the time of this application?

The following sequence shows how various types of applications have scored in recent years, from highest to lowest. The scoring of each type of problem varies depending on the intensity, frequency, and scope of the problem.

- Proven water contamination.
- Grossly inadequate water supply.
- Emergency pumps and generators.
- Non-toxic esthetic remedies.